



Class Specification:	Emergency Management Coordinator
Job Code:	5381
Grade:	132
Salary Range:	\$57,017 - \$88,546
FLSA Status:	Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional and administrative work in the planning, development, coordination, implementation, and execution of a comprehensive emergency preparedness program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for analyzing programs, conducting research, interpreting data, coordinating interagency communication/operations, developing outreach activities, and improving existing systems and efforts as applicable. Work is performed under the general supervision of the Chief of Police.

ESSENTIAL FUNCTIONS

Planning, implementing, and coordinating City-wide emergency operations plans and functions, ensuring that all regulations and procedures are followed; developing and managing emergency management budget and training programs; coordinating efforts with City departments and other agencies; maintaining appropriate records.

EXAMPLES OF WORK

- Coordinates, develops, and updates comprehensive emergency management plans and operations to mitigate, prepare for, respond to, and recover from the effects of any and all natural or manmade hazards; assesses current emergency response capabilities and develops procedures to address them.
- Drafts policies, procedures, and various emergency management checklists; develops, writes, maintains, and updates forms, logs, resource and phone lists, manuals, standard operating guidelines, and other procedural information for emergency operations.
- Coordinates emergency management plans, procedures, and resources with all City departments, and other local, regional, state, and federal response agencies.
- Disseminates warnings and notifications of disaster alerts and advises City staff and residents on emergency plans.
- Develops contingency plans for City services for emergencies, special and unique projects and programs.
- Manages emergency management training development and coordination to include state and federal standards.
- Coordinates emergency preparedness activities, training programs, operations drills, and disaster simulation exercises to prepare residents and staff to respond quickly and effectively in emergencies.
- Develops and manages the emergency management budget; oversees and coordinates documentation of expense and reimbursement activities during the recovery phase of any emergency.
- Prepares and makes presentations and conducts other outreach activities for citizens and community groups regarding prevention, identification, and preparedness in emergency situations; participates in other public relations activities in support of the emergency preparedness program.
- Prepares and disseminates educational materials and programs to assist residents in preparing for emergencies both in the home and at work; promotes emergency safety programs.
- Recruits, trains, manages, and directs volunteers to assist the City during emergency situations.
- Represents the City on and serves as the primary contact with the Montgomery County Emergency Management Group and other emergency management committees and councils.
- Manages City participation in the Montgomery County Hazardous Materials Usage Programs.
- Manages environmental issues relative to identifying hazards; developing and approving remedial plans; hazardous waste handling and disposal; coordination of issues with other City staff.
- Evaluates security measures and/or equipment in place in City buildings, parks, and other facilities; identifies improvement areas; makes recommendations to augment and enhance security to mitigate risk and ensure employee/public safety in emergency situations; develops emergency management plans/strategies for special events organized by the City.

- Researches and recommends emergency management grant opportunities; assists in preparation of grant applications and manages and monitors grants received.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the concepts of comprehensive emergency management and disaster planning; ability to identify and analyze the effects of public hazards; thorough knowledge of the principles and methods used in developing, establishing, and maintaining a government safety program; thorough knowledge of interagency and community-wide participation in planning, coordination, and management functions designed to improve emergency management capabilities; ability to collect, compile, analyze, interpret, and utilize statistics, studies, and surveys; ability to express ideas and make presentations effectively both orally and in writing; ability to coordinate City services and departments and outside agencies to meet citizen needs; ability to establish and maintain effective working relationships with employees, elected and City officials, outside agencies, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Emergency Management, Safety, Public, or Business Administration, or related field. Five (5) to seven (7) years of progressively responsible experience in emergency management, emergency services, or public safety, or any equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS

Possession of a valid motor vehicle operator's license.

Emergency Management Certification or ability to obtain certification within one year of employment.

WORK CONDITIONS

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires standing, walking, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.